United States Department of Agriculture

Financial Management Modernization Initiative (FMMI)

FMMI Quick Reference Guide (QRG)

Version 1.1

Table of Contents

1 FMMI Reference Information

1.1 FMMI Overview and Modules

FMMI is known as the Financial Management Modernization Initiative and uses the SAP ERP application. The SAP ERP application stands for Systems, Applications, and Products in Data processing and is an integrated enterprise resource planning (ERP) software package.

SAP Module	Related USDA Process Area	Key Business Functions
Financials (FI)	• General Ledger Management • System Management • Fund Balance with Treasury • Payment Management • Receivable Management	• Accounts Receivable • Accounts Payable • General Ledger Accounting • Closing and Reporting • Special Purpose Ledger • Asset Management
Controlling (CO)	• Cost Management	• Cost Management • Overhead Cost Controlling
Project Systems (PS)	• Cost Management	• Work Breakdown Structure • Cost Management
Sales & Distribution (SD)	• Receivable Management	• Customer Master Data • Sales Processing • Billing • Pricing / Conditions • Credit Management
Materials Management (MM)	• Payment Management	• Purchasing • Material Master Data
Funds Management (FM)	• Funds Management	• Funds Management • Master Data • Budget Distribution • Budgetary Accounting • Funds Control
Business Warehouse (BW)	• Reporting	• Reporting

1.2 Access the FMMI Website

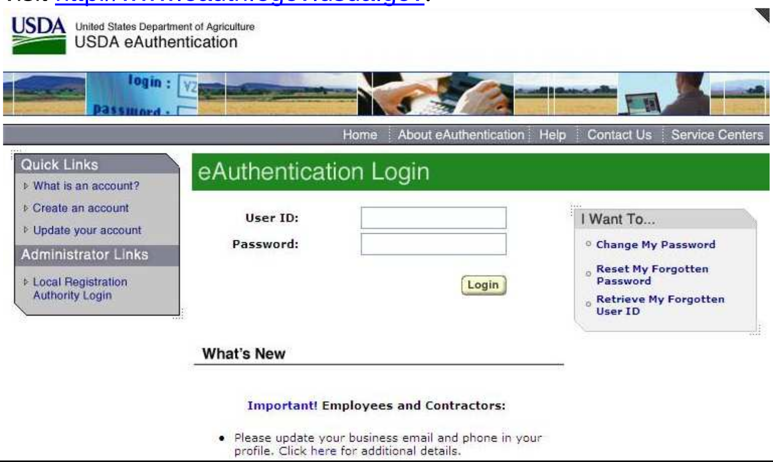
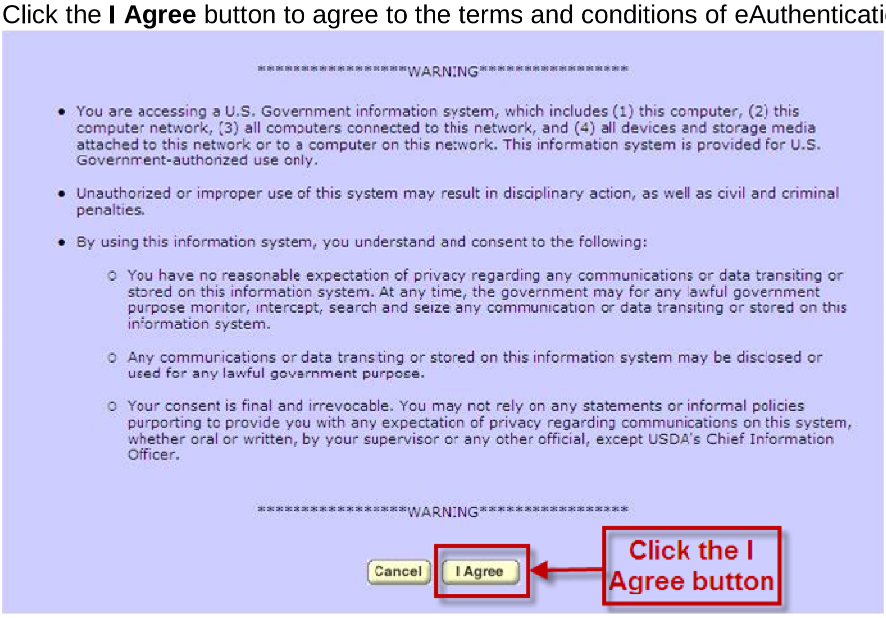
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
Access the FMMI website at http://info.fmmi.usda.gov/ for information on the following:

About FMMI
Training
Latest News
Implementation
Configuration Decisions and Reference Documents
Frequently Asked Questions
FMMI Glossary

</td></tr>
</table>

2 FMMI Navigation

2.1 Log On to the FMMI System

Step	Action
1	Access the FMMI website at **http://info.fmmi.usda.gov/**. ▪ You can also access it directly by typing the following URL into your web browser: http://info.fmmi.usda.gov/index.html.
2	Click the **Login/Enroll** button.
3	Type your Level 2 eAuthentication User ID and Password and click the **Login** button. Integration with eAuthentication means you have single sign-on between FMMI and other USDA applications (e.g., AgLearn). For more information on eAuthentication, visit http://www.eauth.egov.usda.gov. 
4	Click the **I Agree** button to agree to the terms and conditions of eAuthentication. 

5	You should now see the FMMI Homepage. 

2.2 Log Off the FMMI System

Step	Action
1	Save all data before logging off of the system. ▪ There is an idle time out after 30 minutes ▪ FMMI displays a dialog box to confirm or cancel actions that cause data loss
2	From the FMMI system, click the **Log Off** link  in the top right-hand corner of the Header Area.

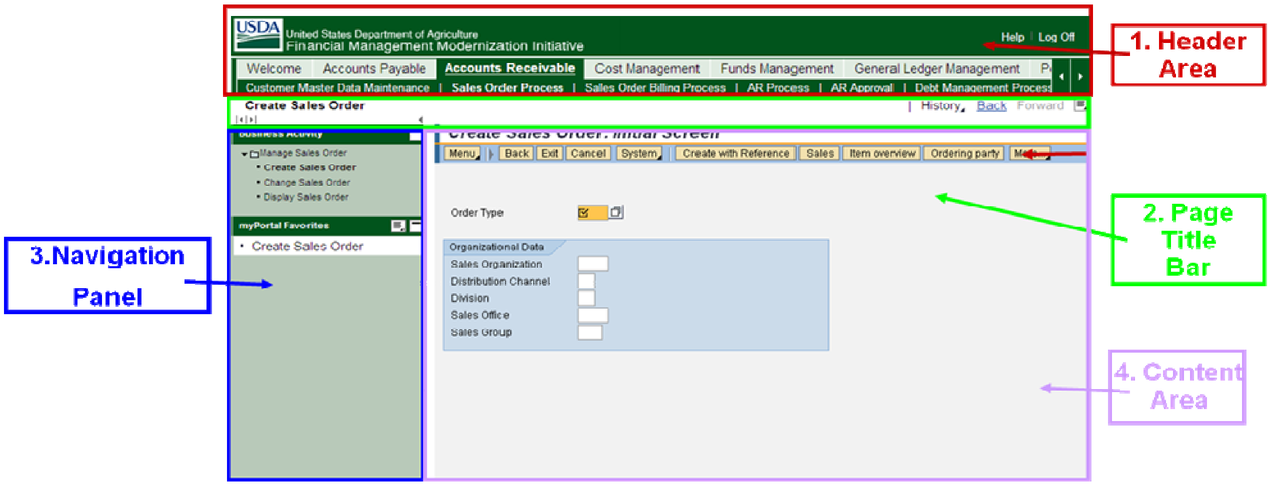
Note: If you are unable to log off from FMMI, confirm your desktop settings are correct. Configure the browser to allow the FMMI portal in the pop-up blocker.

- From the browser, navigate to **Tools**
  - Navigate to **Pop-up Blocker**
  - Select **Pop-up Blocker Setting**
- In the Pop-up Blocker Settings window,
  - **Type "fmmi.usda.gov" in "Address of websites to allow"**
  - Click the **Add** button
  - Click the **Close** button

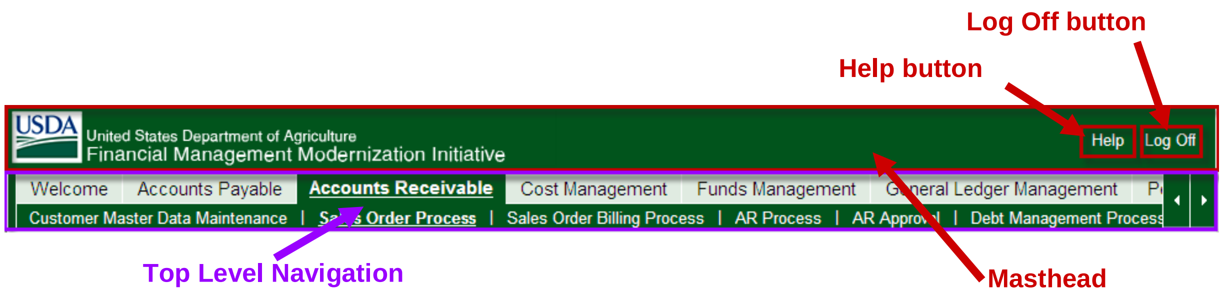
For a complete listing of FMMI Portal desktop requirements, please refer to the FMMI Desktop Guide.

2.3 View FMMI Screen Layout

The FMMI Portal desktop refers to the entire portal screen, any displayed content and its layout. The FMMI Portal desktop is divided into the following main areas: Header Area, Page Title Bar, Navigation Panel and Content Area.

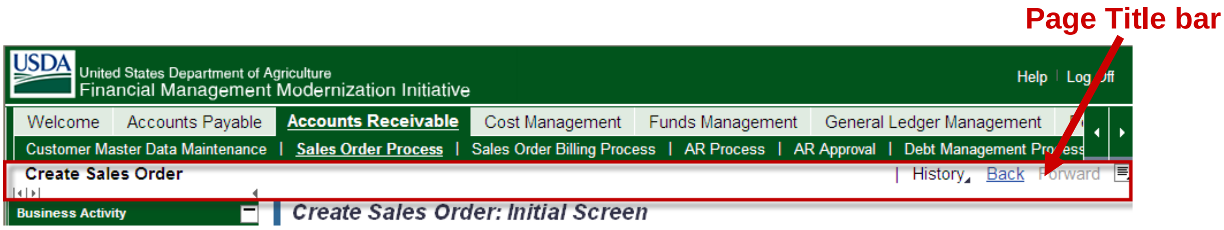


1. **Header Area**: Located in the upper part of the web browser window, this area does not change when the user navigates from one page to another. The Header area consists of the following elements:



- **Masthead** – The banner of the FMMI Portal user interface
  - Includes **Help** and **Log Off** buttons
- **Top-level Navigation** – Displays the entry point for navigation using the content which is assigned to the user
  - First-level tabs display the process areas e.g., Accounts Receivable
  - Second-level tabs display the FMMI roles e.g., Sales Order Processor
  - The menu is different depending on the role(s) a user is assigned
    - Example: A person with a Master Data Maintainer role has access to create, change, display and delete master data
  - A role matches the user's specific tasks and information needs; relieving the effort of searching through layers of information
  - The log on identification in the portal is linked to the FMMI role(s) a user is able to view and access in the portal
  - Users are not able to access a transaction in FMMI that is not contained in their role profile

2. **Page Title Bar**: The Page Title bar is located below the Top-level Navigation within the Header area. This area displays the transaction the user is in and changes when the user navigates from one page to another. The Page Title bar also includes the History, Back, and Forward links and the More Options icon.

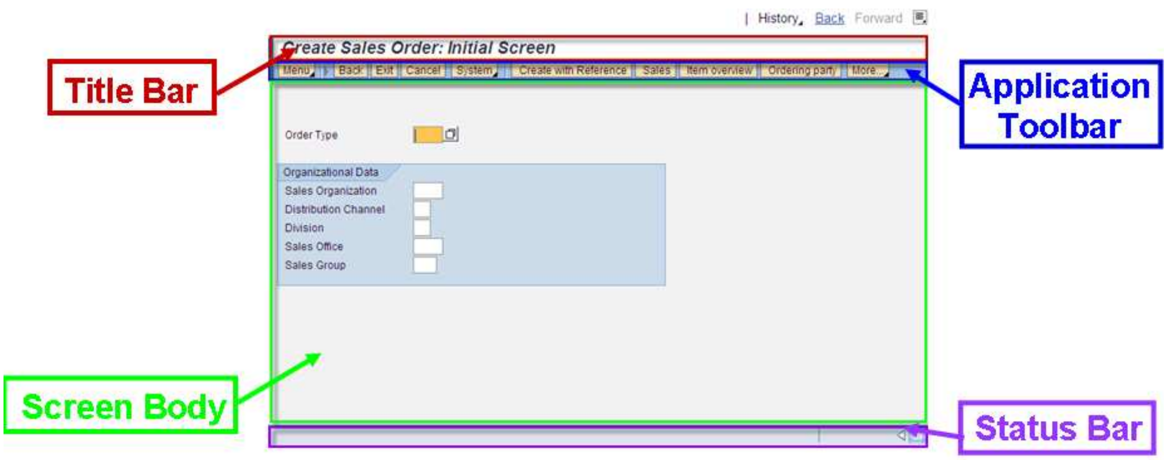


- **History -** Displays the past transactions and business activities you have used
- **Back** - Returns you to the previous screen
- **Forward** - Takes you to the next screen
- **More Options** - A dropdown list of action items relating to the currently displayed page

3. **<u>Navigation Panel:</u>** The Navigation Panel is located on the left side of the screen and is divided into the following areas:

- **Detailed Navigation -** A hierarchical continuation of the top-level navigation. Contains all content below the second-level navigation including business activities folders and task links
- **myPortal Favorites -** Displays personalized content specific to a given FMMI user. The content consists of business activity folders and/or task links that have been added to the portal favorites section by a given FMMI user.

4. **<u>Content Area</u>**: The FMMI Content Area includes the following components: Title Bar, Application Toolbar, Screen Body, and Status Bar. However, content available, selections, and icons differ depending on the transaction the user is currently using.



- The **Title Bar** displays name of the transaction the user is working on and the screen within that transaction
- The **Application Toolbar** contains functional buttons and selection bars that pertain only to that screen. These vary based on the transaction you are working on

– The **Status Bar** is located at the bottom of the FMMI screen. FMMI displays system information and status fields on the left side of the Status Bar
– The **Screen Body** is located in the middle of the FMMI screen and displays the key fields related to the business activity.

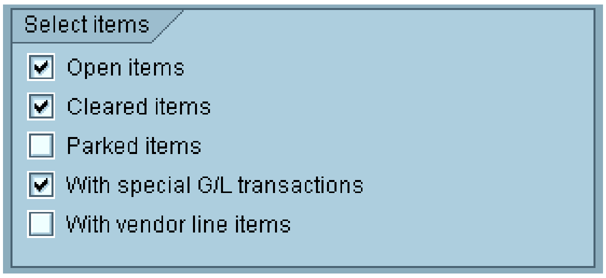
2.4 View FMMI Screen Elements

2.4.1 Tabs

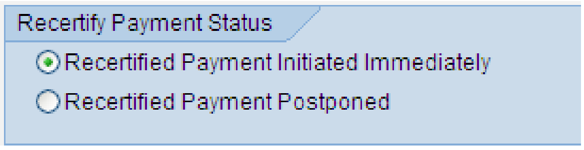
<table>
<tr><th colspan="2">Action</th></tr>
<tr><td colspan="2">Use tabs to enter, display, and alternate between multiple screens. Select the corresponding tab header to access a tab page.

</td></tr>
<tr><td colspan="2">In the case of longer tabstrips, not all of the tabs appear on the screen. The left and right arrows at the top of the tabstrip allow you to scroll to all the tabs.</td></tr>
<tr><td>IF you . . .</td><td>THEN the . . .</td></tr>
<tr><td>Click the More Selections icon at the right of the tabstrip</td><td>System displays a list of all the tabs on the tabstrip</td></tr>
<tr><td>Select a tab from this list</td><td>Selected tab page moves to the foreground</td></tr>
</table>

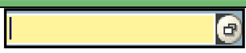
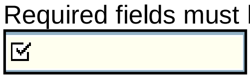
2.4.2 Checkboxes

<table>
<tr><th>Action</th></tr>
<tr><td>Use checkboxes to select one or more than one option when entering information into FMMI. Click the checkbox next to each desired option. The selected checkboxes now contain a checkmark.

</td></tr>
<tr><td>To deselect a checkbox containing a checkmark, click it again. The checkmark disappears.</td></tr>
</table>

2.4.3 Radio Buttons

Action
Use radio buttons to select one option when entering information in FMMI. To select options, click the radio button next to each desired option. The selected radio button now contains a circle. 
To deselect a radio button click it the other radio button option. The checkmark disappears.

2.4.4 Fields

Action
Active fields are highlighted. 
Required fields must be completed to process a transaction and are usually denoted by a checkmark. 
Option fields are not required in order to process a transaction. However it is recommended that you provide as much information as possible.
"Grayed out" fields are not accessible, often due to "view only" access or fields that are populated by the system.

2.4.5 Drill Downs and Hyperlinks

Action
Roll over the transactions with the mouse and the cursor "arrow" turns into a "hand." The transaction is underlined in blue text.
Click the hyperlink and FMMI navigates to that transaction.

2.5 Access A FMMI Transaction

Step	Action
1	Click the appropriate FMMI Process area (e.g., Funds Management) in the upper part of the Top-Level Navigation bar. ▪ A FMMI Process area is a major grouping of activities in a process area that enables users to perform their work in the FMMI environment ▪ A transaction is a series of screens that enable the completion of specific activities and tasks within the system. A user may have access to one or multiple transactions. ▪ Transactions allow users to create, change, maintain, display, and produce reports based on data in the system and depending on a user's role.
2	Click the appropriate Role (e.g., Reports) in the in the lower part of the Top-Level Navigation bar. ▪ A FMMI Role is the system access provided to FMMI users to perform various business activities
3	Click the Business Activity (e.g., Analyze Financial Data) in the left navigation area.
4	Click the task node (e.g., Status of Funds Report) from the left navigation area to make the corresponding transaction appear in the content area.

2.6 Access FMMI Data

There are two types of data in FMMI; master data and transaction data.

Action
Master Data: Fairly static, centrally-stored data records – Examples include General Ledger account numbers, cost centers, vendors, and customers. **Transaction Data:** Transaction-specific data that uses master data. A single business event such as a purchase requisition or a request for payment creates transactional data. – Examples include open purchase orders, invoices, and receipt of goods

2.7 Add Transaction to Portal Favorites

Step	Action
1	FMMI allows you to save most used transactions, reports, etc. as myPortal Favorites. myPortal Favorites works similar to Internet Favorites. From a transaction, click the **More Options** icon in the upper right hand corner of the screen 
2	Select **Add to Portal Favorites**. The transaction selected to be added as a favorite appears on the left navigation panel under the **myPortal Favorites** section

2.8 Access and Manage Portal Favorites

Step	Action
1	From the **myPortal Favorites** section in the Navigation Panel, click the appropriate Favorite link.
2	FMMI allows user to modify the FMMI Portal layout. – Click the **Collapse Tray** button to collapse the business activity tray – Click the **Collapse Tray** button to collapse the myPortal Favorites tray – Click the **Expand Tray** button to expand the business activity tray – Click the **Expand Tray** button to expand the myPortal Favorites tray – Click the **Expand Tray** button to expand the Navigation Panel – Click the **Collapse Tray** button to collapse the Navigation Panel
3	To organize your Favorites, click the **More Options** icon in the Navigation Panel screen
4	Select **Organize Entries**. You can organize these links by ordering them and grouping them within folders.

2.9 Open a New Window

Step	Action
1	From a transaction, click the **More Options** icon in the upper right hand corner of the screen
2	Select **Open in New Window**. The transaction selected to be opened in a new window appears in a new Internet Explorer window.

2.10 Use Copy/Paste Functionality

Step	Action
1	Highlight the text to copy with the mouse.
2	Press **Ctrl + C** on the keyboard to copy information.
3	Place your cursor in the area to paste the information.
4	Press **Ctrl + V** on the keyboard to paste information.

2.11 View System Messages

Icon	Description
	Information message. Intended to assist in completing the screen correctly. Entry has been accepted and FMMI has been updated.
	Warning message. Data may contain errors, but warning messages do not prevent processing a transaction.
	Error message. Indicates a mistake that must be corrected before proceeding to the next screen.

2.12 Use Print Functionality

Step	Action
1	Access and task. When you are ready to print, click the **Menu** button and select print.
2	Select the **System** menu item > the **List** menu item.
3	Select the **Print** menu item.
4	FMMI displays the Print Screen List. Click the **Output Device** field.
5	Click the **Search** button.
6	Type “*” in the **Output Device** field and click the **Start Search** button.
7	Select the **PDF Printer PPTR** menu item and click the **Execute** button.
8	Click the **Execute** button.
9	FMMI displays the report in PDF format.
10	Click the **Print** button. FMMI prints the report.

3 FMMI Search Features

3.1 Search in FMMI (Matchcodes)

Step	Action
1	Place the cursor in the field to identify search information i.e. per above "Vendor account."
2	Click the **Matchcode** icon to display possible values. **Matchcode** = Use of selection criteria to quickly narrow your search for data in FMMI. Matchcode is the SAP term for "search."
3	Select a category.
4	Type the search criteria in the fields that appear below. Use the wildcard (*) to search information if necessary. The resulting search displays all records meeting the search criteria. Note: You can type partial names to do the search. For example, searching for last name "SMI" will find Smith, Smiley, and so on.
5	Click the **Start search** button to begin the search. FMMI displays the search results.

3.2 Search in FMMI (Wildcards)

Use wildcards to widen the search in FMMI. Here are a few examples:

Step	Result
Type any part of the name surrounded by wildcards	Type "*ConAgra*" in the Customer field to return all accounts containing ConAgra, including ConAgra and ConAgra Foods
Type of first part of a name, followed by the wildcard	Type "Su*" to return a list of contacts whose names start with Su. For example, Susan Hammond, Sue Lowe.
Type a wildcard followed by the last part of a name	Type "*Smith" to return a list of contacts who last name contains the criteria. For example, BookSmith, LearningSmith, and Smith.

3.3 Search in FMMI for Vendor Records

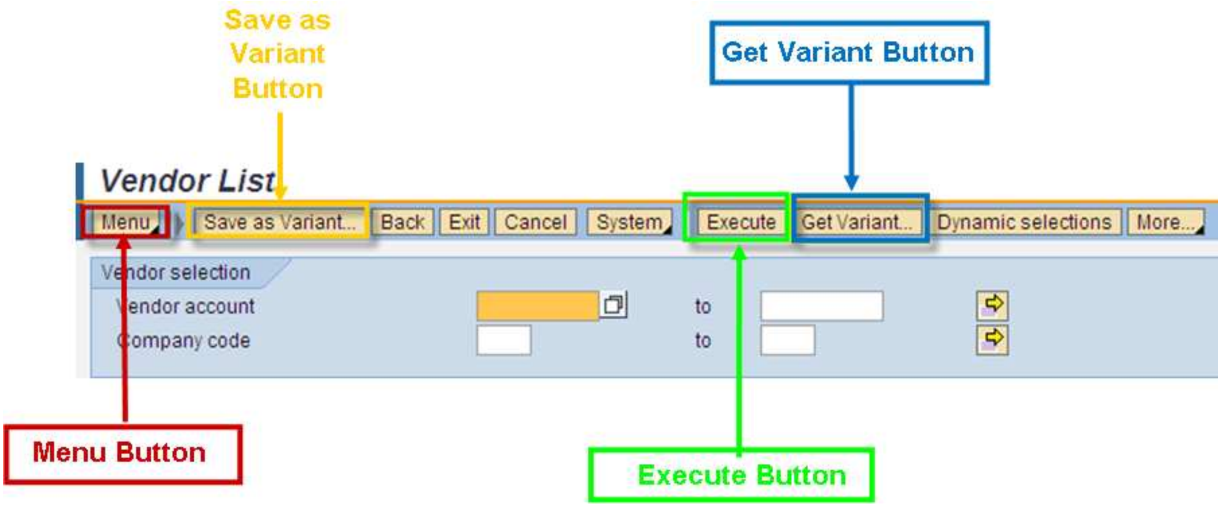
Step	Action
1	Navigate to the following location: Purchasing → Purchasing Evaluation → Maintain Vendor Master Data → Display Vendor Master Data
2	Place the cursor in the field to identify search information.
3	Click the **Matchcode** icon to display possible values.
4	Type the search criteria in the fields that appear.
5	Click the **Start search** button to begin the search. FMMI displays the search results.

3.4 Search in FMMI for Customer Records

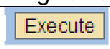
Step	Action
1	Navigate to the following location: Accounts Receivable → AR Evaluation → Maintain Customer Master Data → Display Sales Customer Master Data.
2	Place the cursor in the field to identify search information.
3	Click the **Matchcode** icon to display possible values.
4	Type the search criteria in the fields that appear.
5	Click the **Start search** button to begin the search. FMMI displays the search results.

4 FMMI Core ECC Reports

4.1 View Screen Elements of FMMI ECC Reporting



4.2 Execute an ECC Report

Step	Action
1	Select the report to be run.
2	Select the variant. ▪ A variant is a collection of saved parameters, such as the setting for a particular table or a set of report selection criteria. Variants allow users to save repeatedly used data without having to re-enter.
3	Click the **Execute**  button.

4.3 Export ECC Report to Microsoft Excel

Step	Action
1	From the report, select the **Menu** button.
2	Select the **System** button.
3	Select the **List** button.
4	Select **Save > Local File**.
5	In the Save list in file pop-up window, select “spreadsheet” or the appropriate format to save the report.
6	Press the **Enter** button.
7	Click **Yes** to any warning windows that may appear.
8	Select the save location and type the desired file name for the report.
9	Click the **Generate** button to save the file.

4.4 Modify ECC Report Layout

Step	Action
1	Click the **More** button.
2	Click **Change Layout**.
3	Modify Report layout. If the information provided in the layouts is not sufficient for your purposes, you can modify them or create custom layouts. – Displayed Columns – Sort Criteria – Filter Criteria – Display
4	Click the **Save** button.

4.5 Print ECC Report

Step	Action
1	Access and execute report. When you are ready to print, click the **Menu** button and select print.
2	Select the **Report** menu item, the **List** menu item or the **Report Parameters** menu item.
3	Select the **Print** menu item.
4	FMMI displays the Print Screen List. Click the **Output Device** field.
5	Click the **Search** button.
6	Type "*" in the **Output Device** field and click the **Start Search** button.
7	Select the **PDF Printer PPTR** menu item and click the **Execute** button.
8	Click the **Execute** button.
9	FMMI displays the report in PDF format.
10	Click the **Print** button. FMMI prints the report.

5 FMMI Business Intelligence (BI) Reports

5.1 BI Fields

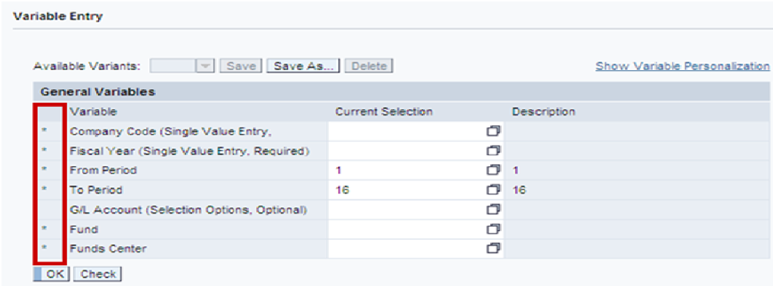
There are two types of BI fields in FMMI; key figures and characteristics:

Action
Key Figures: Numeric fields representing the objects of analysis in BI reports. – Examples include cost, quantity, unit, etc. **Characteristic:** Descriptive fields supplying details about the Key Figures in BI Reports.

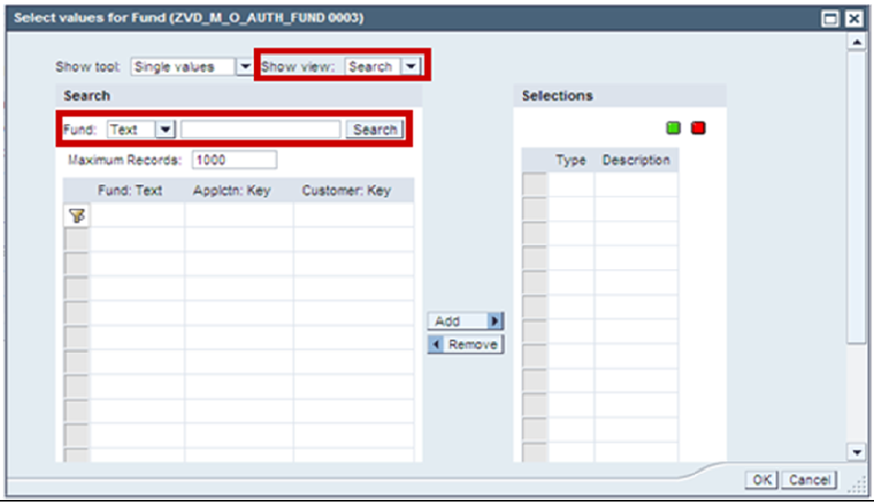
5.2 Access BI Reports

Step	Action
1	Click the appropriate FMMI Process area (e.g., Funds Management) in the upper part of the Top-Level Navigation bar.
2	Click the appropriate FMMI Role (e.g., BI Funds Management Reports) in the lower part of the Top-Level Navigation bar.
3	Click the task node (e.g., Budget) in the content area to make the variable entry screen appear in the content area.

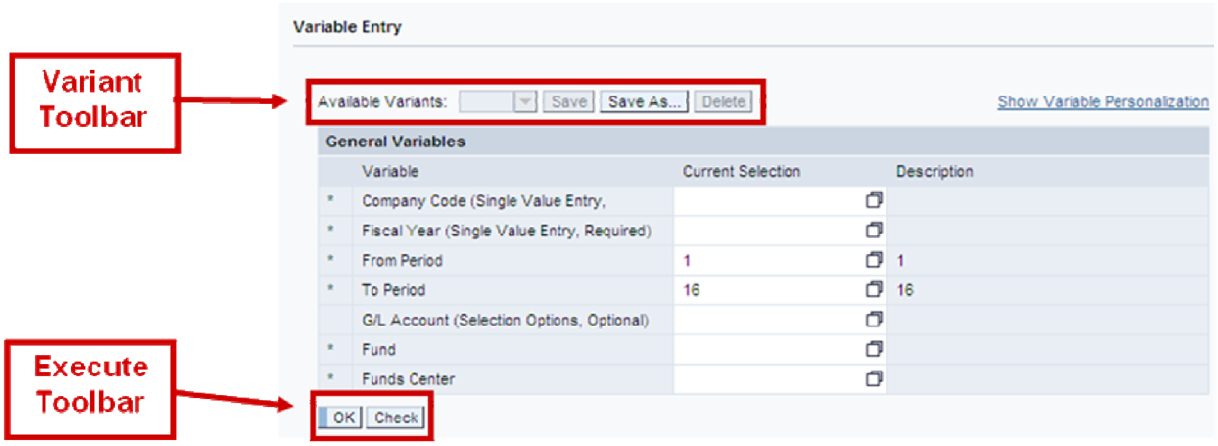
5.3 General Variables

<table>
<tr><th>Action</th></tr>
<tr><td>Once a report is selected, the selection criteria screen will appear and values can be entered for the variables.
– Variables are Mandatory or Optional
– Mandatory variables are noted with an asterisk to the right of the variable name
– Defining variables determines the data returned to the report

</td></tr>
</table>

5.4 Search in BI

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>To search for a specific record, click the Search button in the appropriate variable field.</td></tr>
<tr><td>2</td><td>In the Select Values window, select the Search option from the Show view drop-down list.</td></tr>
<tr><td>3</td><td>In the Search section, select the search criteria from the drop-down list and enter the search value in the corresponding field.
– Similar to ECC reporting, use the asterisk symbol as a wildcard character when searching for information in BI.</td></tr>
<tr><td>4</td><td>Click the Search button.

</td></tr>
</table>

5.5 Main Screen Elements of BI Reporting



The BI Variable Entry screen includes two main toolbars:

- <u>**Variant Toolbar**</u>
  - Contains the following components: Available Variants, Save, Save As, and Delete
- <u>**Execute Toolbar**</u>
  - Contains the following components: OK and Check

5.5.1 Variant Toolbar

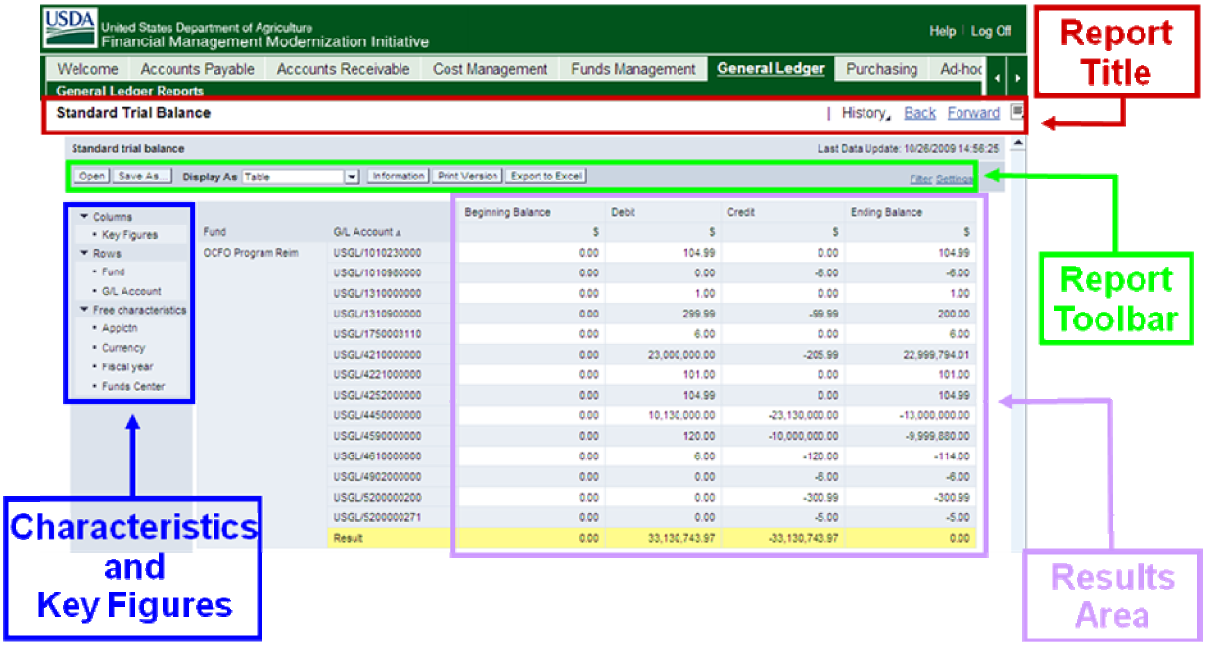
Action
A variant is a collection of saved parameters, like a set of report selection criteria. – Save values entered into selection fields on a report using variants – Use a variant to run similar reports to save time – Create several variants for the same report, each one containing different values – Click the **Save As** button to save the key fields
The Variant toolbar includes the following elements: – Available Variants: Provides a drop-down list of the available variants – Save: Save updates an already existing variant – Save As: Creates a new report variant – Delete: Removes the selected variant from the drop-down list

5.5.2 Execute Toolbar

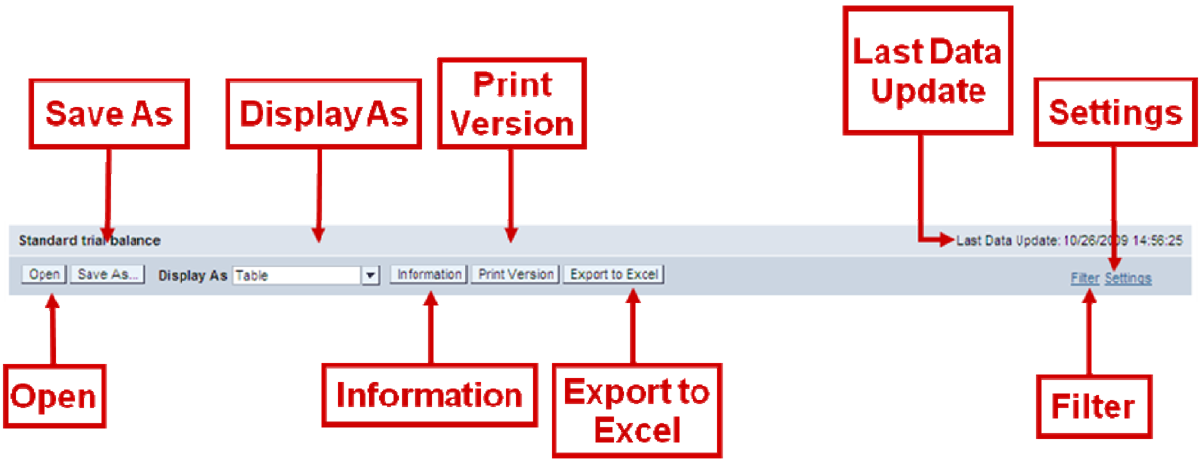
Action
Once the variables for a given report are entered, use the Execute toolbar to complete the query.
The Execute toolbar includes the following elements: – Check: Verifies that the inputted entries are valid – OK: Executes the report for the selection criteria entered

5.6 BI Report Layout

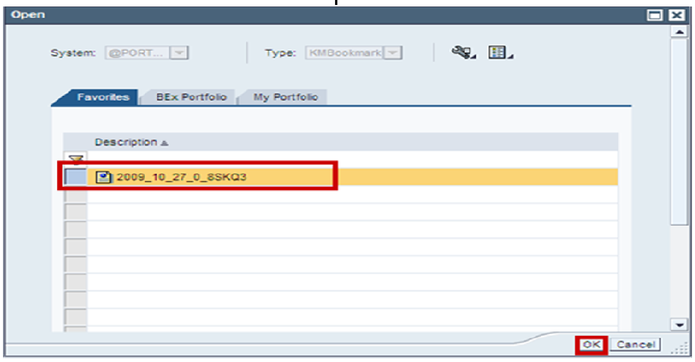
The following BI screen elements are present across all reports:



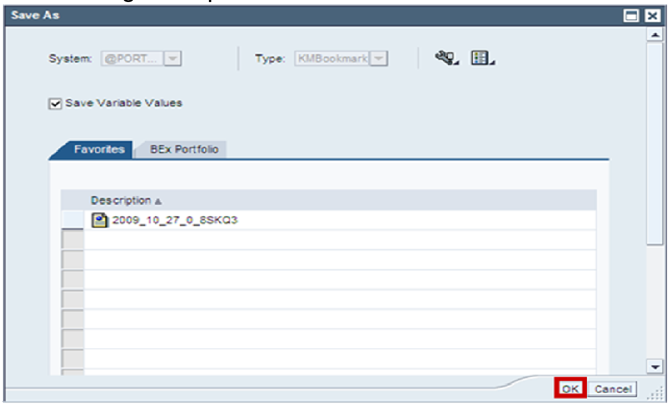
BI Report Toolbar: The BI Report toolbar contains buttons used to navigate between screens and perform other actions within a report.



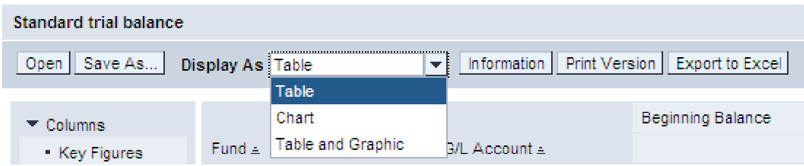
– The **Open** button on the Report toolbar opens a saved report layout. The data contained in the saved report layout is refreshed when it is reopened.



– The **Save As** button on the Report toolbar saves the report layout as a favorite link. The saved report can be accessed using the Open button.

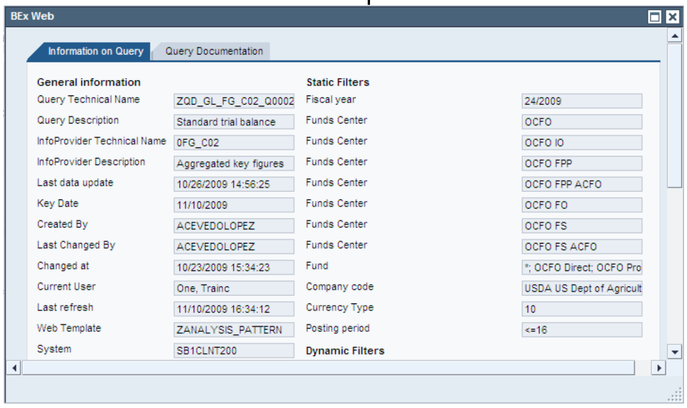


– **The Display As** button on the Report toolbar enables users to determine how the data will be shown on the screen.

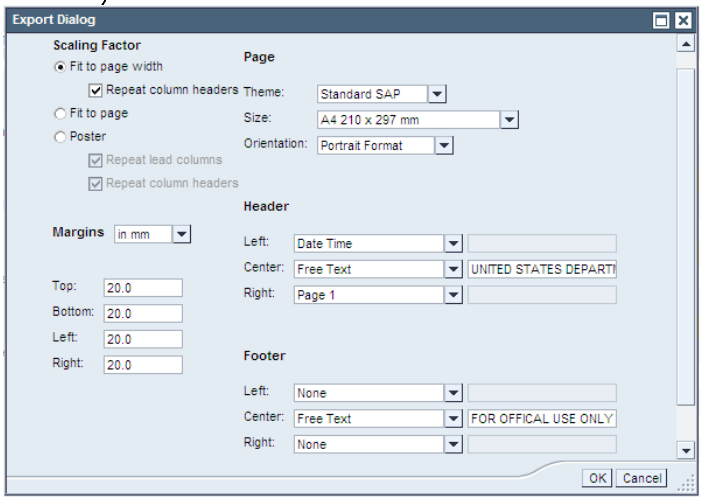


– The information can be displayed as a:
  - Table
  - Chart
  - Both Concurrently

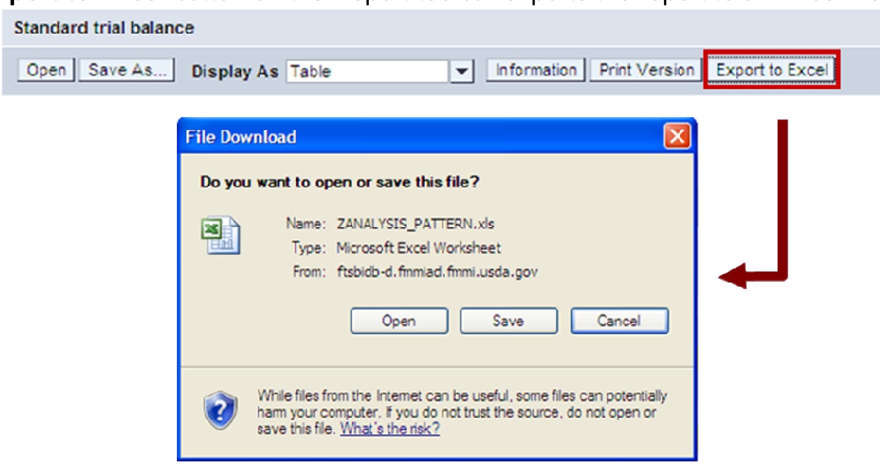
– The **Information** button on the Report toolbar enables users to display query-specific key information, filters and variables relative to the report.



– The **Print Version** button on the Report toolbar displays report data in a printable Adobe Acrobat document (PDF format).

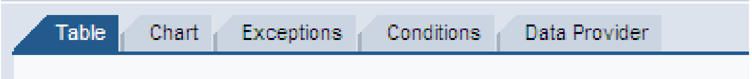


– The **Export to Excel** button on the Report toolbar exports the report to an Excel worksheet.



– The **Filter** link on the Report toolbar displays the filter area which allows users to edit the values of the characteristics for the report.
  – The Variable Screen button allows users to modify the selection parameters of the report.

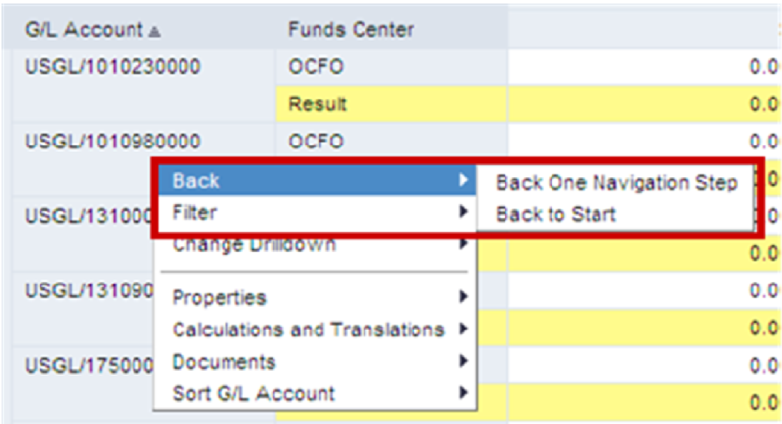
– The **Settings** link on the Report toolbar allows users to adjust the settings of the report.



  – It contains the following five tabs:
    - **Table** - allows users to adjust the settings of the table displaying the report data
    - **Chart** - allows users to adjust the settings of the Chart displaying the report data. This option is applicable when display of the report is set to "Chart."
    - **Exceptions** - allows users to create an exception to highlight and draw attention to certain outputs such as extremely high or low value.
    - **Conditions** - allows users to create a condition to restrict values that would otherwise be displayed.
    - **Data Provider** - allows users to adjust the display settings of the report data. For examples, users can modify the display of the (-) sign or the display of zeros. Users can also choose to suppress 0 values in the columns and/or rows.

5.7 OLAP Reporting: Context Menu

Online Analytical Processing (OLAP) functionality provides the ability to manipulate data in the report output. By using the Context Menu, users are able to perform several different functions.
  – The Context Menu contains functions such as drilling-down, filtering, and sorting data
  – To access the Context Menu, right-click the mouse somewhere on the report

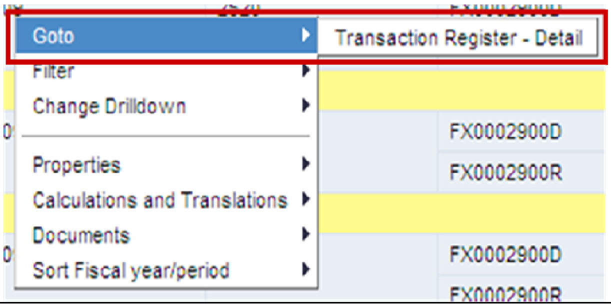


5.7.1 OLAP Reporting

Action

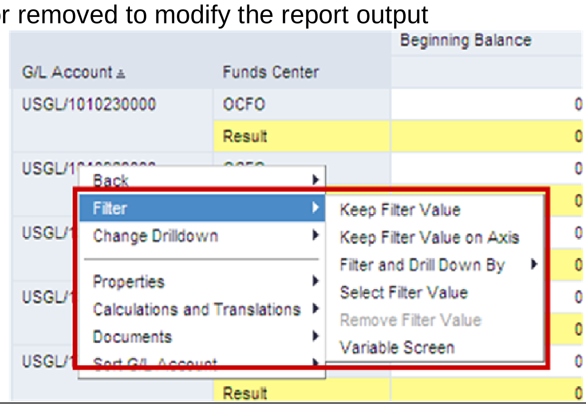
The **Goto** functionality allows users to execute reports that are related to their current report:

– For example, a user who is viewing the Transaction Register results screen can attain additional details by executing the Transaction Register – Detail report using the Goto function.

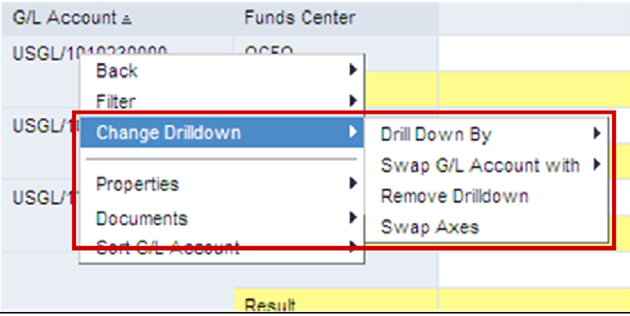
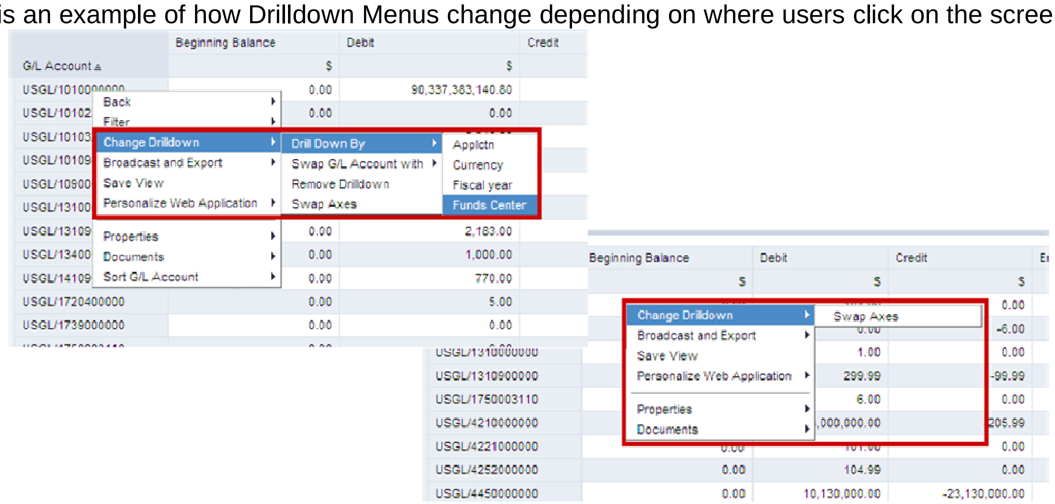


The **Filter** option in the Context Menu provides users with the following selections for filtering data in the report output:

– **Keep Filter Value** – Filters report results on specific value(s) for data elements contained in the report. Keep Filter Value removes the value the report is filtered on from the results area of the report.
– **Keep Filter Value on Axis** – Filters on a Characteristic within the Results Area of the report while adjusting the filter value to the axis
– **Filter and drilldown By** – Adds the selected Free Characteristic to the report and filters on this Characteristic
– **Remove Filter Value** – Removes a filter from the report
– **Select Filter Value** – Limits the amount of data displayed in the report based on the selected filter
– **Variable Screen** – Displays the Variable Entry screen where variables can be entered or removed to modify the report output



5.7.2 Drilldown Capability

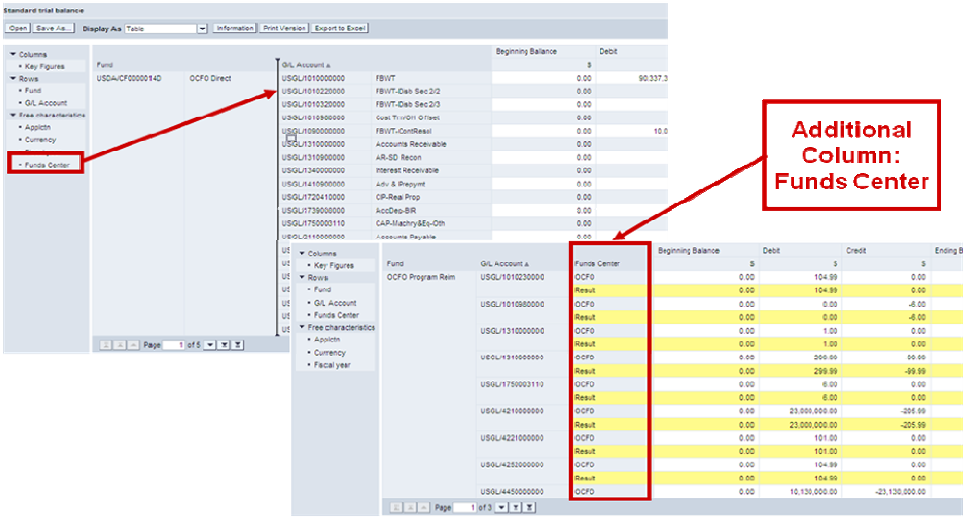
Action
Drilling-down in BI Reports enables users to navigate to a more detailed level: – Occurs by adding characteristics to the row and/or columns (drill across) – Reports data according to its Characteristics and Key Figures – Enables users to investigate data at a lower level of data The Change Drilldown option in the Context Menu provides users with the following selections for drilling down data in the report output: – **Drill Down By –** Adds the selected characteristic within the results area of the report – **Swap [Characteristic] with** – Swaps position of a characteristic with another characteristic within the results area of the report – **Remove Drilldown** – Removes a characteristic from the results area of the report – **Swap Axes** – Changes the display of a characteristic from vertical (columns) to horizontal (rows) or vice versa in the results area of the report 
This is an example of how Drilldown Menus change depending on where users click on the screen. 

5.7.3 Drilldown Capability: Drag and Drop

Action

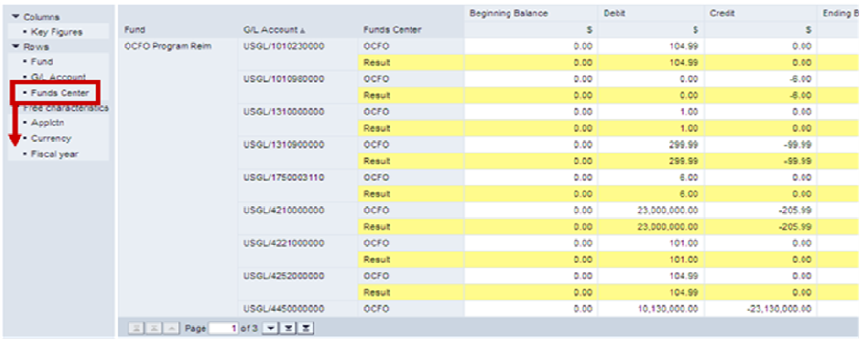
While in a report, the column on the left hand side lists a series of different characteristics that may be added to the report.

- To add a particular character to the report, click on that characteristic and drag it by holding down on the left mouse button
- Move the cursor to the point to add the characteristic in the report
- Drop (release the left mouse button) in between whichever columns you would like left of the key figures



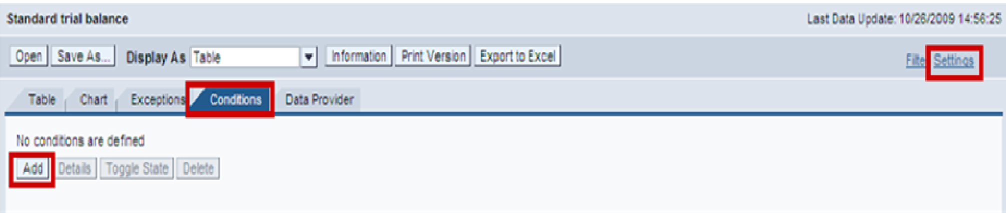
To remove characteristics that are displayed in a report:

- Go to the Rows Menu on the left hand side and select the value for removal
- Drag (hold down left mouse button) that value into the Free Characteristics Menu and drop (release left mouse button) it there



5.8 Create a Condition

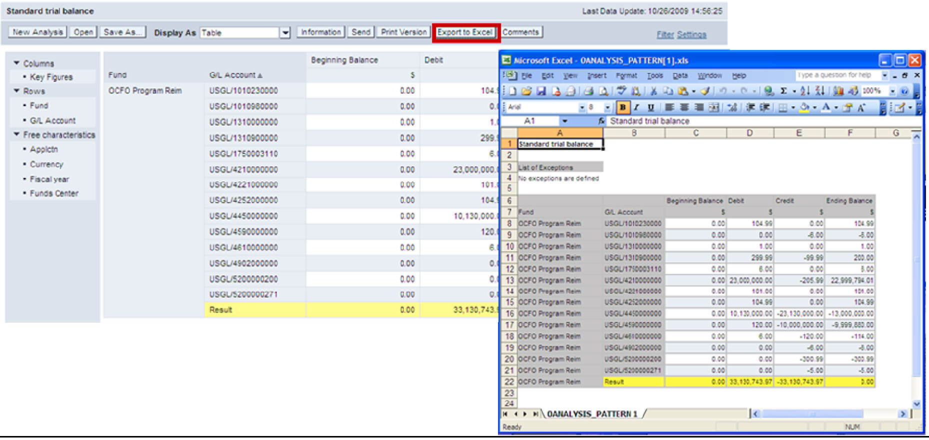
A condition allows a key figure value to be restricted that would otherwise be displayed, such as the top ten values, the top five percent values, or all values above or below a certain level. Results will be returned according to the condition values defined.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>To create a condition, Click the Settings link on the Report toolbar.

</td></tr>
<tr><td>2</td><td>Click the Conditions tab.</td></tr>
<tr><td>3</td><td>Click the Add button.</td></tr>
<tr><td>4</td><td>On the Define Condition window, complete the outlined steps.</td></tr>
</table>

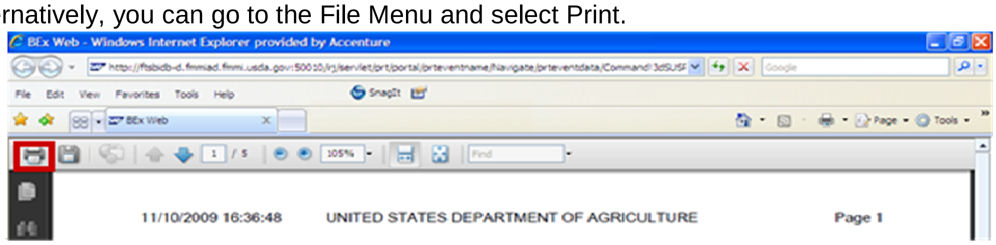
5.9 Save a BI Report

Step	Action
1	After establishing the desired layout for a particular report, save that view for future use. Click the **Save As** button on the BI Report Toolbar.
2	Click the **Save As** button on the BI Report Toolbar.
3	In the **Description** field, name the layout to reference it in the future.
4	Click the **OK** button.
5	Once saved, access this report by clicking the **Open** button on the BI Report toolbar.
6	On the pop-up screen, the saved report name will be displayed.
7	Highlight the appropriate link and click the **OK** button.
8	The Variable Entry Screen with the saved report parameters displays. Click the **OK** button to display the report according to the saved parameters.

5.10 Export BI Report to Microsoft Excel

Step	Action
1	After manipulating the report as necessary, the user can export that report to Microsoft Excel. Click the **Export to Excel** button on the BI Report toolbar.
2	A File Download pop-up box displays.
3	Click the **Save** button.
4	Specify a file name and location for the report. After saving the report, the report opens as an Excel file on the desktop. 

5.11 Print a BI Report

Step	Action
1	After manipulating the report as necessary, the user can also print the report. The report displays in a PDF version when printing. To print reports in the BI, click the **Print Version** button on the BI Report toolbar.
2	After clicking this button, the Export Dialog screen displays. Adjust the print settings as needed.
3	Once the print settings are finalized, click the **OK** button. A PDF file of the report automatically opens in a separate browser tab.
4	To print the report, click the button with a printer icon in the upper left hand corner.
5	Alternatively, you can go to the File Menu and select Print. 

6 FMMI Online Help Navigation

FMMI Online Help (OLH) is a web-based tool that provides users with online documentation and specific help for the FMMI system and transactions.

- Provides a repository of useful information specific to FMMI's business processes and configuration
- Hosts the training and performance support materials including the training materials and Online Help Procedures (OLHPs)
  - OLHPs provide step-by-step instructions on how to complete a specific transaction. The document contains screen shots, steps, and required fields that need to be entered in order to complete the transaction.
- Available to FMMI users during training and post go-live
- Launches any type or format of content to provide context-sensitive help for individual transactions or screens
- Allows display of multiple items for one transaction or one item for multiple transactions

6.1 Access FMMI Online Help

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From within the FMMI system, click the Help link in the Header area.</td></tr>
<tr><td>2</td><td>When the FMMI Online Help window opens, click the Maximize button to maximize the screen, if necessary.</td></tr>
<tr><td>3</td><td>Locate the appropriate information in the following Areas:
– 01 – Online Help Procedures, Simulations and Job Aids by Process Area (e.g., Accounts Receivable)
– 01 – Online Help Procedure, Simulation and Job Aids by Material Type (e.g., Participant Guide)
– 03 – Training Materials
Locate the appropriate information in the following Help Content:
– How to Navigate FMMI Online Help
– Summary of Updates to FMMI Online Help

–</td></tr>
</table>

6.2 Access Help for Fields and Values (Context-Sensitive Help)

Step	Action
1	Context-sensitive helps displays documentation for the particular feature that the user is using. Place the cursor in any field for help on fields, menus, functions, and messages.
2	Press the **F1** on the keyboard to display information. Click the **More Selections > Help**
3	Place the cursor in any field to locate values that can be entered for the field.
4	Press **F4** on the keyboard or click the **Matchcode** icon to the right of the field to select or search for desired values.

7 FMMI Icons

7.1 Common FMMI Icons

Icon	Description		Icon	Description
	Cut			Okay; Continue; Checked; Move to the next screen; Enter
	Copy			Cancel
	Paste			Other
	Selection mode			Previous screen
	Select all			Next screen
	Select block			First page
	Deselect all			Previous page
	Deselect block			Header; Basic data
	Insert column selection			Overview; List screen
	Insert row selection			Detail view
	Next page			Next step
	Last page			Previous step
	Period screen; Breakdown overtime			Move to top of list
	Move to far left; First..			Move to bottom of list
	Move to far right; Last…			Page up
	One column to left; Previous…			Page down
	One column to right; Next…			Expand Item
	Page right			Collapse Item
	Page left			Expand Tray
	Previous value; Next entry			Collapse Tray